

# CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

## AP 5075 COURSE ADDS AND DROPS

**References:** Title 5 Sections 55024 and 58004

### **Deadline Dates**

The Admissions and Records Office will publish on the Citrus College website the deadline dates to add, drop without record, receive a refund, withdraw with a "W", and census date for each class.

### **Adding Courses**

Students may add classes until the last day to add for each class. If the class is closed because the enrollment maximum is reached, the instructor or another college official may give students add codes to register for the class. Add codes issued by the instructor of record or another college official, may only be used by the student to whom they were given. Students may not sell or give add codes to other students.

**A student is not registered for a class if their name does not appear on the official class roster. Student on a waiting list are not officially registered in the class.**

After the last day to add a class, the class may only be added by formal petition from the student to the Dean of Enrollment Services.

### **Withdrawals**

- No notation shall appear on the student's record for drops during the first 20% of the class.
- Students will receive a "W" withdrawal for drops between the 20% and 60% of the class.
- Drops after 60% of the course is completed will not be authorized. An evaluative grade (A, B, C, D, F, FW, P, NP) must be given.

While primary responsibility for class attendance and maintaining an accurate registration record rests with the student, the instructor has the responsibility for maintaining accurate and proper accountability records for state apportionment requirements. Students are responsible for adding or dropping courses. Before the day each class, the instructor of record shall clear the class roster of inactive students.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

See Administrative Procedure 4223 Withdrawal from Courses and Administrative Procedure 4225 Course Repetition.

Board Approved	06/16/09
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